

WYOMING SHPO PHOTOGRAPHIC, ARCHIVAL, AND DIGITAL SUBMISSION STANDARDS FOR REPORTS AND CULTURAL PROPERTY FORMS

Revised 10/1/2012

Introduction

The use of digital images in reports has become the preferred medium by the majority of agencies and contractors in Wyoming. The following provides an explanation of photographic and archival standards for reports and site forms to be submitted to the Wyoming State Historic Preservation Office (WYSHPO). These standards pertain to photographs, physical paper documents, and the submission of GIS data and reports in pdf format, not to the content of the report.

PHOTOGRAPHS AND ARCHIVAL CONSIDERATIONS

Photo Quality Standard

Photographic documentation is an integral part of site and project recording. Photos serve to supplement the site plan map by documenting aspects of site location, structure, and condition that cannot be easily drawn. Project photos are important in documenting current conditions of the landscape, visual intrusions, vegetation, setting, and similar aspects of site situation as well as providing photographic documentation of changes through time. Photos are a required part of site and project documentation. Photos and digital images must be clear, crisp, and focused. Digital images should not be visibly pixilated. Color or high quality grayscale is preferred for digital images. Slides may be submitted, but are optional, and are supplemental to photographic prints or digital images. Photographs on Polaroid-style print paper will not be accepted.

Digital Imaging Equipment (Digital Cameras)

Digital images must be taken using a camera having at least **six** megapixels of resolution. Camera phones, disposable digital cameras, and digital cameras with fewer than six megapixels of resolution are not acceptable. Software solutions are applicable and permissible for further correcting and improving the quality of the final printed image. It is advisable to upgrade camera and software technology as with any other computer or digital equipment. WYSHPO reserves the right to update its standards at anytime, including in response to improvements in readily available technology. A state-of-the-art system is not necessary. It is anticipated that WYSHPO may review available technology every three to five years.

It is very important that all camera equipment of any type or manufacture be adjusted to appropriate settings or modes to use in certain situations. Of special note should be the proper use of the "macro" or "close-up" mode on a digital camera. User manuals will specify the focal range of the camera when it is in macro mode. After taking a close-up shot it is often beneficial to review the photo immediately on the camera display, and then zoom in to make sure that the focus is sharp. Additionally, cameras should be set to take photographs of the highest quality, for the equipment to operate properly within the required six megapixel resolution capability. Also, be aware that some software programs, including MSWord and conversions to Acrobat pdf, may "resize" photographs

inserted into documents (automatically or as a user option), lowering the resolution and the print quality below WYSHPO standards.

Photographic Format

Photographic prints and digital images converted to prints must be submitted in a 3.5 x 5 inch format or larger (with the exception of feature and artifact photos, which may be smaller). Each photo or image must be properly labeled. At a minimum, the label must indicate the following items as appropriate: subject identification, Smithsonian number, description of image, direction of view, photographer's name, date, and whether or not the image has been modified. Photographic documentation must be checked in the "Records Inventory" section of the core Wyoming Cultural Properties Form. Original prints or original printed digital images of the general project area and other documentary photos or images must be included in the report. Each Wyoming Cultural Properties form must include a general site overview photo; feature and diagnostic artifact photos should be included as appropriate. Photocopies of photographs or images will not be accepted. All images must be printed on acid-free paper.

Different types of inkjet or laser printers used to print digital images vary greatly in quality and longevity. Those with better quality inks and longevity are preferred. Photos must be printed using a printer with a minimum print quality of 300 dpi. Colorfast and waterproof inks are preferred.

If the original master image is modified or edited using software, a separate file should be saved of the edited version. The master image should be saved unedited. Indicate whether or not the image has been modified or kept in the original form in the image label. Over enlarging of images must be avoided to maintain image quality. Photos must be printed at a minimum of 300 dpi.

Required Photographs or Images (adapted from the National Register Photo Policy Factsheet):

The number and kind of photos taken depend on the size and complexity of the site, basic photographic documentation commonly includes the following types of shots:

Buildings, structures, and objects:

Submit 3.5 x 5 inch photographs showing the principal facades and the setting in which the property is located.

Additions, alterations, intrusions, and dependencies should appear in the photographs.

Include 3.5 x 5 inch photographic views of interiors (if applicable), outbuildings, landscaping, or unusual features if they contribute to the significance of the property.

Historic and archeological sites:

Overview photos (3.5 x 5 inch) showing the site area in relation to major topographic and cultural features. A photo of such large scale may require several frames and necessitate taking photos at some distance from the site. It is useful to have a person or some object (e.g. a vehicle) in these shots for scale. If possible, **include the site datum (made highly visible) in the center of the photo so it can be related to the site sketch map.**

Feature photos showing some overt site detail (e.g., exposures showing deposit depth, evidence of vandalism or other disturbance, excavation units) or site features (e.g., hearths, stone circles, cairns, surface depressions). Again, it is required to have a scale in the field of view, a person or recognizable object in this case is acceptable. Please also relate the photo to the site map. Feature photographs are **not** required to be 3.5 x 5 inches in size; however, they should be of a size that allows for sufficient detail to be easily recognizable. Show photo points on the sketch map or include a separate map with photo points plotted, as appropriate. Photos of significant features must be keyed to the site sketch map and site form.

Artifact photos showing the size and material of artifacts present, particularly diagnostics, can be an important part of evaluating site significance. A scale must be included in this type of photograph and **significant** items must be keyed to the sketch map. Artifact photographs are **not** required to be 3.5 x 5 inches in size; however, they should be of a size that allows for sufficient detail to be easily recognizable. Macro settings may be appropriate to use when taking artifact photos.

Architectural and Historic Districts (key all photographs to the sketch map for the district):

Submit 3.5 x 5 inch photographs showing major building types and styles, pivotal buildings and structures, and representative noncontributing resources.

Streetscapes and landscapes are recommended. Aerial views may also be useful. Views of significant topographic features and spatial elements should also be submitted.

Views of individual buildings are not necessary if streetscape views clearly illustrate the significant historical and architectural qualities of the district.

Archeological Districts:

Submit 3.5 x 5 inch photographs of the principal sites and site types within the district following the guidelines for archaeological sites (see above).

ARCHIVAL CONSIDERATIONS

The long-term survival of paper and photographic records is a critical issue. When submitting records to WYSHPO, please adhere to the following standards:

Paper and Forms

Acid-free paper must be used for all records simply because it lasts longer. Acid-free paper is readily available from common retail supply sources for office paper.

All reports and forms, including photo labels, must be in typographic font of appropriate size and readability, and not hand written.

Durability and Archival Standard

All imagery submitted must have been created with a process having an image life of at least 20 years. WYCRO may test occasional photographic or digitally produced imagery in appropriate ways to ensure durability of records in the archive. Records that are not sufficiently durable may be rejected as a group.

Mounted Photos

Although the mounting of photographic prints in reports has become quite rare, it is necessary to provide the following information should this photo production method be used. Almost all mounting methods cause deterioration of the print with time and eventually lose their adhesive power, resulting in the loss of the print from the page. This cannot be avoided completely, but heat-sensitive adhesive sheets are less destructive and last longer than other methods. In any event acid-free adhesives are to be used. The best method of including photos in a report is to include archivally sound sleeves in the report such as chemically inert polypropylene photo pages. Note that the stiff plastic sleeves known as PVC, or polyvinyl chloride, must not be used; this material contains gases harmful to just about everything. In all cases, photos must be marked (pencil or permanent ink only -- no ball-point or water-based pens) on the backside for association with the correct figure numbers and captions in the report if they become separated from the report or sleeve. Note that the word "archival", often found on plastic sleeves, does not always refer to archival quality materials; it may refer to the archival company. Care must be taken when purchasing plastic materials, because not all plastics are sound for preservation. Only clear, inert, polypropylene or polyethylene slide and negative pages should be used for negative and slide storage.

Magnetic Computer Media

Submission in electronic format is supplemental to the other photo and report requirements. Images should be submitted on CD-ROM or DVD.

Archiving computer data on magnetic media has two major problems. First, the magnetic media used by most PCs will not reliably store data for extended periods of time. Second, the format that applications use for storing data changes as new versions of the application are released. At some point in time the old format becomes unreadable by the current technology. As with all electronic information, digital images

are very volatile which places historical images at risk. The major concerns are: storage media may only last 5 years or less; the hardware and software will become obsolete and place the information at risk; once an image is no longer being accessed for viewing on a regular basis, there is a risk of bit degradation that will not be identified; and the cost of migration of non-accessed information is extremely expensive and may also result in a degradation of the image. Consequently, at this time, the WYSHPO cannot guarantee the long-term survival of any information submitted on magnetic media.

DIGITAL DATA SUBMISSION

CRM Reports for Publication on SHPO Data Transfer Site

The Wyoming Cultural Records Office is providing secure access to CRM reports through the WYCRO Online Database and Internet Map Service. Submission of digital files is voluntary. PDFs converted from original digital format (such as a word processing document) is the preferred process to create a digital file.

- ✓ At least two original paper copies must be submitted to the lead agency
- ✓ Final reports should be submitted to SHPO Data Transfer Site **after** they have been approved by the lead agency.
- ✓ Digital reports should be submitted (by the federal agency) in pdf via CD-ROM, dvd or to the SHPO data transfer site (see instructions below).
- ✓ Submitted pdf files are intended for access through Internet connections and file sizes should be relatively small (~ less than 50 megabytes). Software capable of producing pdf files (such as Microsoft Word) generally has a quality setting that includes a Web setting. From the file menu use: File, Save as pdf and choose the "Minimum size (publish online)" setting.
- ✓ Very large reports can be broken into sections.
- ✓ Label the file with the WYCRO ID that is assigned to the project. – (e.g. "64399.pdf" if it is in multiple volumes label it "64399_2.pdf, 64399_3.pdf, etc.)

Submitting GIS Files

GIS data files for cultural resources and projects may be submitted to WYSHPO.

- ✓ GIS data should be submitted in a file geodatabase (gdb). WYSHPO is providing a template geodatabase as well as instructions on a WYSHPO web page or by request.
- ✓ Project shapes and site shapes must be separate layers

- ✓ Linear sites and projects should be polyline shapes. Other sites and project shapes should be polygons.
- ✓ Projects and sites should be limited to boundaries or extents. SHPO will not process files containing artifact or feature point plots.
- ✓ Sites should be combined in one polygon and/or line layer as appropriate.
- ✓ Site attributes should contain the site number, consultant project number and CRMTracker DBI number (if applicable)
- ✓ Project attributes should include the CRMTracker DBI number (if applicable), and consultant project number.

Submitting Files to the WYSHPO Data Transfer Site

WYSHPO has established a data transfer site at <https://pepperjackshpo.uwyo.edu>. The user login is 'shpouploads' and the password is 'public'. To upload files to the WYSHPO server, click the Pick Files button in the upper left corner of the browser window, navigate to and select the file on the user's computer and click the Open button. The name of the file will appear above the Pick Files button. Click the Upload button below the Pick Files button to complete the transfer. Uploaded files are secure and are not available for viewing or downloading from the upload portion of the web site. WYSHPO will move files to appropriate locations for viewing from individual accounts (such as the WYCRO Online Database and WYSHPO Map service).

To obtain technical assistance with digital data submission, please contact the WYCRO office at 307-766-5336.